



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF FUNERAL SERVICES

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	February 10, 2016 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	March 22, 2016

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Duwayne Casini, Professional Member, Secretary
Mary Byrd, Public Member
Jane Hovington, Public Member
Danna Levy, Public Member

MEMBERS ABSENT

Chad Chandler, Professional Member
Bill Torbert, Professional Member

DIVISION STAFF

Devashree Brittingham, Executive Director
Meredith Hurley, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:01 a.m.

REVIEW AND APPROVAL OF MEETING MINUTES

Mr. Casini made a motion, seconded by Ms. Levy, to approve the November 17, 2015 minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Discussion Regarding SB65 and Changes to Rules & Regulations

Mr. Parsell passed out an outline of items to consider for the Rules & Regulations changes. He stated his concerns with crematory inspections and how that would be carried out. Mr. Parsell asked if Mr. Mangler could be in attendance for some questions concerning the Division's role in possible future inspections of crematories.

NEW BUSINESS

Change Date of November 2016 Board Meeting

Mr. Casini made a motion, seconded by Ms. Hovington, to change the November Board meeting to November 15, 2016. By unanimous vote, the motion carried.

Complaint Status

The Board was advised on the current status of the following complaints:

Complaint #27-02-15 – Dismissed by Division
Complaint #27-03-15 – Sent to AG's Office
Complaint #27-04-15 – Sent to AG's Office
Complaint #27-05-15 – Sent to AG's Office
Complaint #27-06-15 – Sent to AG's Office

Ratification of Licensure

Ms. Hovington made a motion, seconded by Ms. Levy, to ratify the Funeral Resident Intern licenses of Martha Swanson and Jessica Copeland. By unanimous vote, the motion carried.

Review of Resident Intern Reports

Mr. Casini made a motion, seconded by Ms. Levy, to approve the Resident Intern Reports of Laura Smith. By unanimous vote, the motion carried.

Review of Application for Continuing Education Approval

Mr. Casini made a motion, seconded by Ms. Levy, to approve the continuing education request by Batesville for the following course: "How to Handle Phone Information Seekers." The motion carried unanimously.

CORRESPONDENCE

Letter from The Conference Regarding Election for District Director

Mr. Parsell advised the Board that the difficulty in running for this position is with the strict criteria The Conference By-Laws places on it. There were no interested parties.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next Board meeting will be held on Tuesday, March 22, 2016, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Ms. Levy made a motion, seconded by Mr. Casini, to adjourn the meeting at 11:01 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

Board of Funeral Services
February 10, 2016
Page 3

A handwritten signature in black ink that reads "Meredith Hurley". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Meredith Hurley
Administrative Specialist II